Center for Educational Performance and Information (CEPI)

Michigan Education Information System
(MEIS)

Registry of Educational Personnel (REP)

Application User's Guide
Version 1.0

Questions?
Contact: (517) 335-0505
e-mail: Help-Desk@michigan.gov

Contents

Introduction

This guide is intended for all users of the Registry of Educational Personnel (REP) online application. The REP Data Manual should be used with this user guide. This guide includes directions for using the online REP application to submit data via the Single Submission/Update REP Data process and the Bulk Submission/Update REP Data process. The guide is divided into sections as they appear in the online application. This guide will provide you with a definition for, and general information about, each field collected in the REP, as well as instructions for using the REP data entry system. Information is also provided concerning the reports available through the REP application.

1   General Information

1.1   What information is entered into the REP?

The REP is designed to collect basic employment elements relating to school personnel, such as certification and degrees held, school and grade/subject assignment, length of service, and salary.

The REP contains information about all staff involved with the education of students in Michigan. Personnel data must be submitted via the Internet twice a year: in December and at the end of year (EOY). December data are used primarily by the Michigan Department of Education (MDE) to conduct its annual teacher audit. EOY data are used to produce numerous federal reports. The December data must be accurate as of the submission date in December. The EOY data must be accurate as of the last day of the school year for the local districts, Intermediate School Districts (ISD), or Public School Academies (PSA). A school year is from July 1 to June 30.

Data compiled via the REP will be used to meet the requirements of the federal *No Child Left Behind Act of 2001* and the Michigan Department of Education's accreditation initiative, *Education YES!* Additionally, data for all educational personnel are necessary to complete reports required by the Office for Civil Rights, the Equal Employment Opportunity Commission and the National Center for Education Statistics.

Data can be edited online and either entered online or by a file upload procedure. Several records may be submitted via *https* if the layout corresponds to the specified fixed format or tab-delimited format in the REP Meta Data (Field Descriptions). In general, in the record layout, alphanumeric fields are initialized with blanks and left justified, and integer fields are initialized with zeros and right justified.

1.2   When is the REP due?

There are two submission deadlines for the REP: the second Friday in December and June 30, each school year. For example: The deadlines for the 2002-2003 school year are December 13, 2002, and June 30, 2003.

1.3   Need help?

MEIS Account or Password
If you have any problems with your MEIS account or password while you are using the REP on the MEIS system, please contact the MDE/CEPI Help Desk at (517) 335-0505 or by e-mail at Help-Desk@michigan.gov.

REP Content Information

For questions regarding REP content, please e-mail Help-Desk@michigan.gov or call MDE/CEPI Help Desk at 517-335-0505.

For detailed information about the REP, please visit the CEPI Web site at www.michigan.gov/CEPI, click on MEIS Data Services, Registry of Educational Personnel, and refer to the REP Help Box (see below).

REP Help

- Frequently Asked Questions
  (June 2003 Submission)
- How to Join the REP Listserv
- Contact REP

1.4   REP Data Manual

A copy of the REP Data Manual may be obtained at the CEPI Web site at www.michigan.gov/CEPI. Click on MEIS Data Services, then Registry of Educational Personnel. The REP Data Manual can be found in the "yellow" box at this site.

REP Data Manual

• Meta Data (Field Descriptions) June 2003 Submission
• Record Layout (June 2003 Submission)

Be sure to print both the Meta Data (Field Descriptions) and the Record Layout.

2 Application Start-up and Security

2.1 Authorized User – Your MEIS Account

The REP application is available to authorized users of both the MEIS and the REP Application. To become an authorized user of the REP application, you must first obtain an MEIS account. If you do not have an MEIS account, one may be obtained at the MEIS Web site at www.meis.mde.state.mi.us (screen below). You may use the same MEIS account number for all MEIS applications. A separate security agreement is required for each MEIS application.

All questions concerning your MEIS account number and/or password should be directed to the MDE/CEPI Help Desk at 517-335-0505 or Help-Desk@michigan.gov.

To create your MEIS account number and password go to the MEIS Web site at: www.meis.mde.state.mi.us.

Monday, April 1, 2003	MDE MEIS Server	10:15:55 AM

MEIS MICHIGAN EDUCATION INFORMATION SYSTEM

MEIS User Management v1.4
In order to use MEIS applications, please obtain an MEIS account.
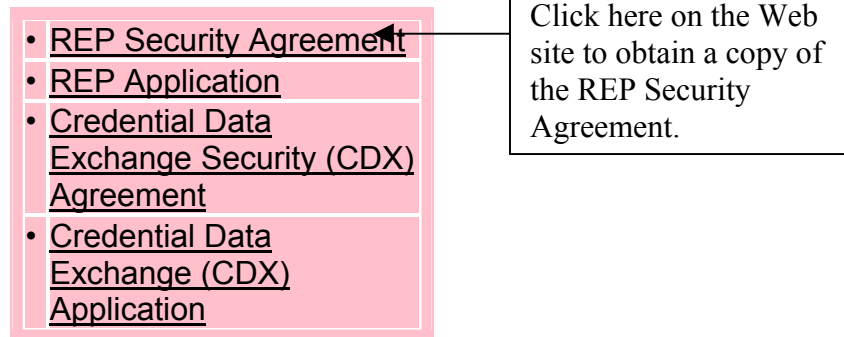
(Please select link to the right.)

MEIS User Management

To create your MEIS account **Click Here** on the MEIS Web site

2.2   Security Agreement

After you have established your MEIS account, the next step is to download the REP Security Agreement from either the MEIS Web site or from the MEIS Data Services page on the CEPI Web site at www.michigan.gov/cepi, click on MEIS Data Services, then Registry of Educational Personnel. The Security Agreement is located in the "pink" box, **Upload REP Data to CEPI**. After you have security access to the REP, you are ready to begin.

• REP Security Agreement
• REP Application
• Credential Data Exchange Security (CDX) Agreement
• Credential Data Exchange (CDX) Application

Click here on the Web site to obtain a copy of the REP Security Agreement.

3   REP Online Application

3.1   Accessing the REP Online Application

The REP may be accessed through two sites:

1) The MEIS Web site at www.meis.mde.state.mi.us. Using the scroll bar on the right hand side of your screen, **scroll down** until you see the area entitled: **Registry of Educational Personnel.   Click** on the underlined text entitled: Registry of Educational Personnel (REP).

2) The CEPI Web site at www.michigan.gov/cepi. Click on MEIS Data Services, then Registry of Educational Personnel. Click on the REP Application in the "pink" box.
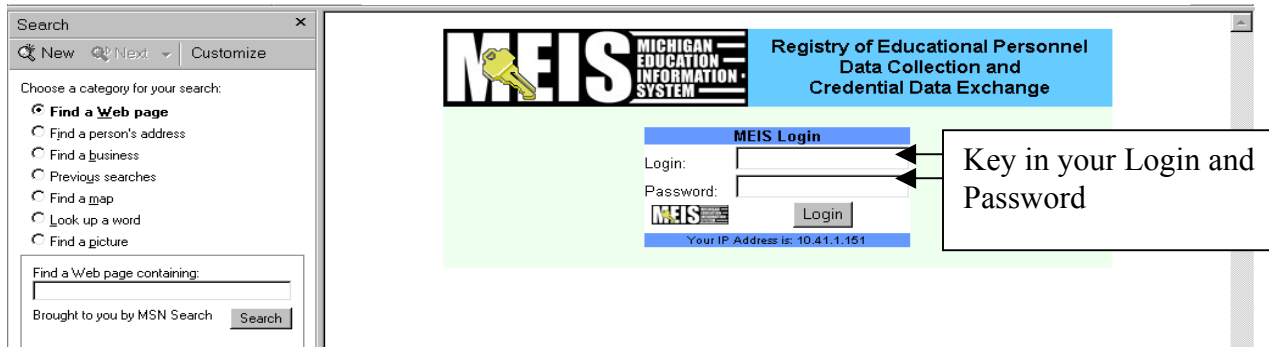
3.2   MEIS Login Screen

The following screen will be displayed. Enter your MEIS login and password:

To enter your password into the login screen:

1. **Click** in the **Login** box.
2. **Type** your **Login Name**.
3. **Press** the **Tab** key to go to the **Password box or click**, in the **Password box.**
4. **Type** your **password**.
5. **Click** on the **Login** button.

Intermediate School District staff acting as liaisons between the Michigan Department of Education and their member districts will be assigned a login and password by the MDE/CEPI Help Desk. If you need more information, please contact the MDE/CEPI Help Desk at 517-335-0505 or via e-mail, <u>Help-Desk@michigan.gov</u>**.**

The login is needed to establish your identity and allow access rights to the database information. Please remember that your session is tracked. Your login name and password are valid as long as you have been active on the screen within the last 20 minutes. If your connection has been inactive for a period of 20 minutes, your access authorization ends, and you must login again. Any pending information you have entered will be lost and must be re-entered when you login again.

<u>If you have entered your name and password correctly and access is denied, please contact the MDE-CEPI Help Desk at 517-335-0505 or via e-mail at Help-Desk@michigan.gov</u>

After you have entered in your login name and password, the Verification of the School Code Master Screen will appear. Once you have verified that the School Code Master information is accurate and up-to-date, the **Registry of Educational Personnel Main Menu** will be displayed. The Verification of the School Code Master screen will appear only the first time you log in to the REP application for each submission cycle.

3.3 Verification of the School Code Master (SCM)

During each submission cycle of the REP, each district will be reminded to verify that their School Code Master information is accurate and up-to-date. The SCM authorized user for your district should verify that the information about your district and buildings is correct prior to each submission. After verification, you may proceed to submit your data. The following message will appear on the screen the first time the REP authorized user logs in to the REP application each submission cycle:

3.4   REP Menu Options

Once the School Code Master verification has been completed, the following REP Menu Options screen will appear. To access an option, click on it.

Click on the application function desired.
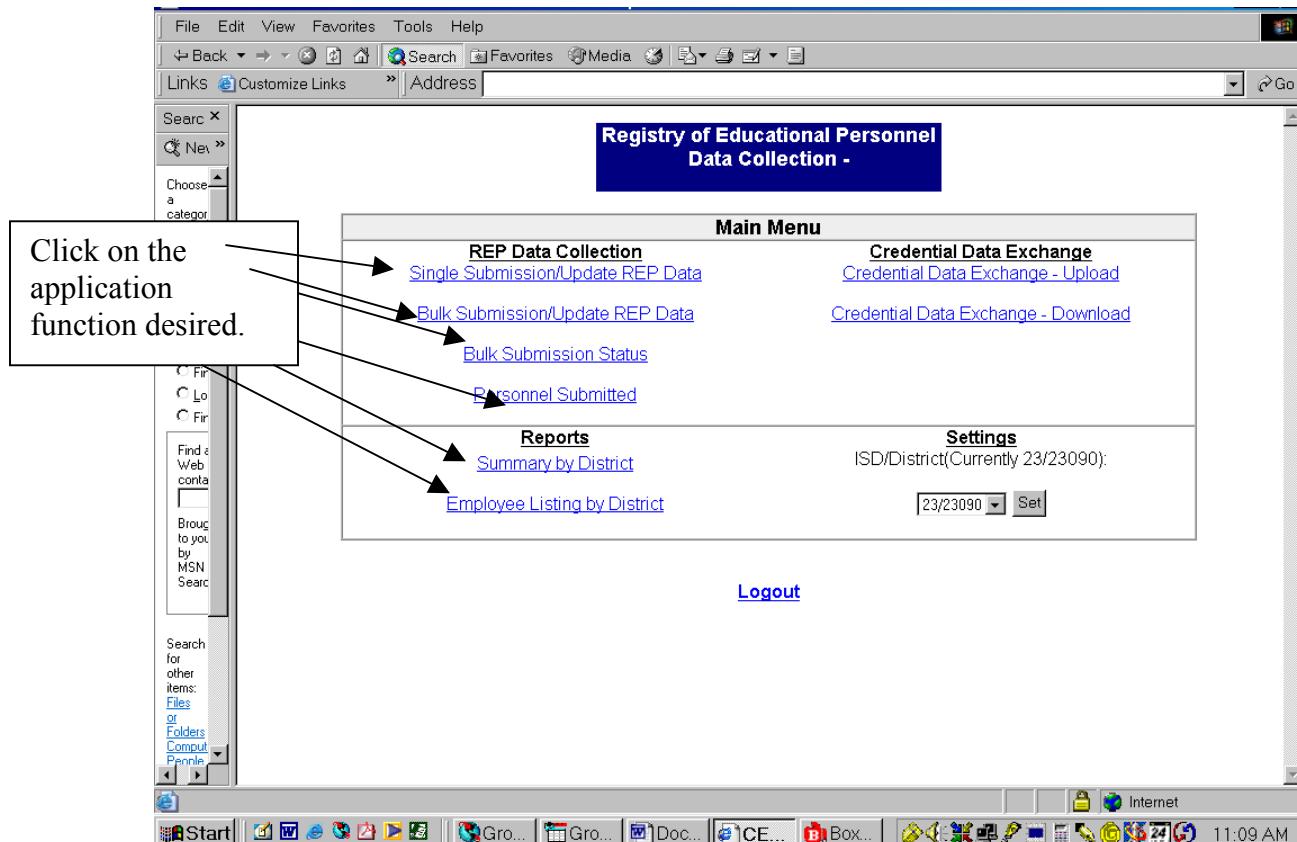
3.4a Single Submission/Update REP Data Option

The Single Submission/Update REP Data option is commonly used by districts that do not upload a data file extracted from a personnel management system. For the single submission of a record, click on Single Submission/Update REP Data in the Main Menu of the REP Application. Each section of the REP single submission/update REP data component will be described separately. The fields will be presented by section as they appear in the online application. Be sure to refer to the REP Meta Data (Field Descriptions) for each field submitted for complete information regarding the required data elements. The Meta Data will provide detailed information for each field in the application.
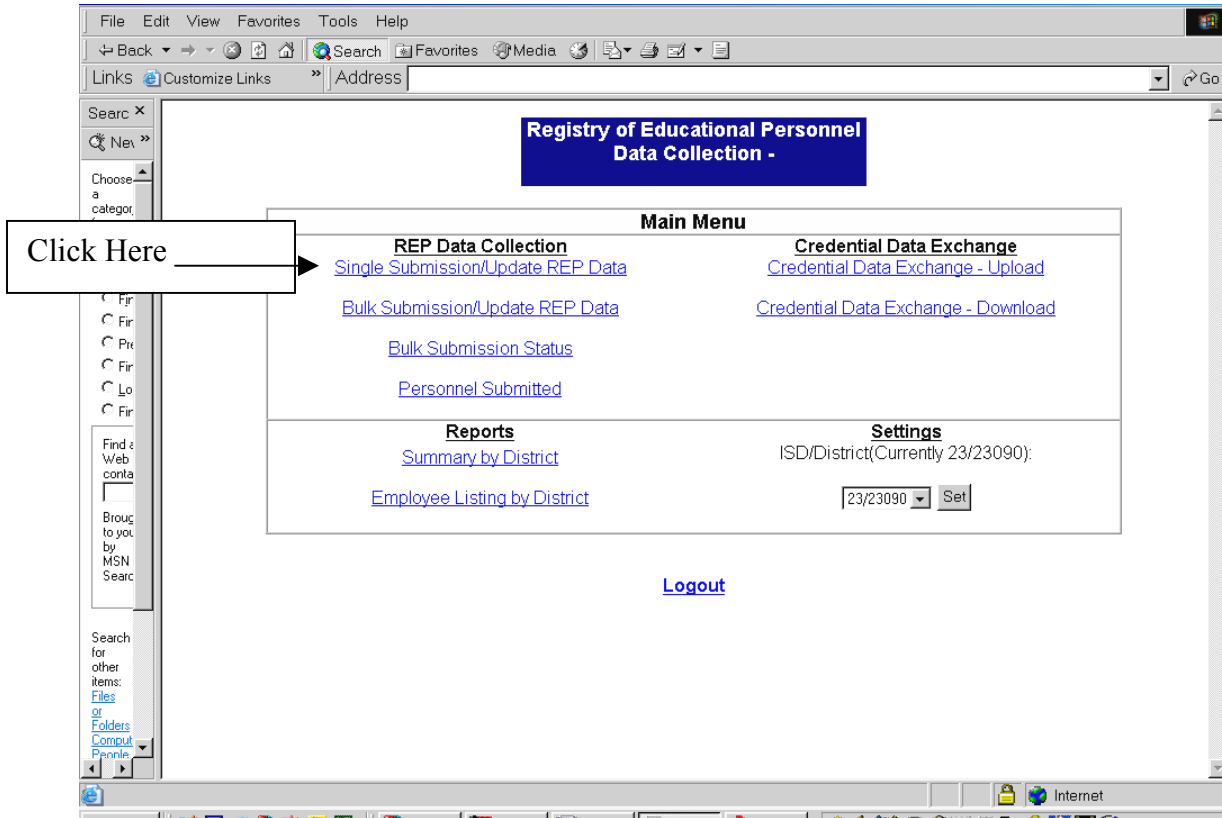
After you click on Single Submission/Update REP Data, the following screen will appear:

	Enter New Employee
	Enter the new employee either under the Professional Personnel (left side of screen) or Support Staff (right side of screen) and then Click on "Go" to advance to the next screen.

Edit Record
To edit a record previously submitted click on Personnel Submitted, then click on the PIC when the screen appears.

Enter the employee's Social Security Number or credential number **or** first and last name along with the date of birth. **Click on Go.** (For assignment codes 00000 through 00599 the Social Security Number or credential number must be submitted.)

Employee Data
   Fields 1, 2, 3, 4, 5, 6, 7, 8, and 13

The numbers in each box indicate the number of the field in the REP Data Manual. Please refer to the REP Meta Data (Field Descriptions) for complete information about the field requirements.

Registry of Educational Personnel
Data Collection

Field Numbers

Fields 1, 2, and 3 will be automatically populated when this screen appears.

Employee Data - PIC: New Record

1) Your data will be marked for the 06/30/03 collection

2) ISD/ESA

3) LEA

5) First Name

6) Middle Name

4) Last Name

13) Date of Birth(mm/dd/ccyy) / /

7) SSN

8) Credential

Field 1 – Date of Count   **Submission:** December 13 & June 30

This field is submitted for all personnel with assignment codes between 00000 and 99999.

The date of count is the due date for submission of the REP data. The date must either be 12/13/2002 or 06/30/2003 for the 2002-2003 school year. For the online application, this field will default to the submission due date for the current school year collection date.

Field 2 – Operating ISD/ESA Number   **Submission:** December 13 & June 30

This field is submitted for all personnel with assignment codes between 00000 and 99999.

This is the operating number for the ISD/ESA. These codes are the state-assigned ISD/ESA numbers. This code identifies the operating district where the staff person is employed. For example: The St. Joseph ISD would be submitted as 75.

Programming edits: When the ISD code is invalid or blank, a fatal error is reported. The individual that uploads a file must be the authorized user for the ISD/ESA number that is submitted in the uploaded file or a fatal error will be reported.

Field 3 – Operating LEA/PSA/ or ISD Number

                                         Submission: December 13 & June 30

This field is submitted for all personnel with assignment codes with numbers between 00000 and 99999.

This is the operating number for the LEA, PSA, or ISD. These codes are assigned by the state. Use the LEA, PSA, or ISD number where the staff person is employed. This field is submitted December and EOY. The School Code Master (SCM) numbers have always been 5-digit. Prior to the MEIS, the leading zero was not used. You must add a leading zero in front of the SCM numbers (e.g., 01234) for your district. To validate or request a School Code Master number, contact CEPI-SCM@Michigan.gov.

Programming edits: When the LEA, PSA, or ISD code is invalid or blank, a fatal error is reported. The individual that uploads a file must be the authorized user for the LEA, PSA, or ISD number that is submitted in the uploaded file or a fatal error will be reported.

Field 4 – Last Name   **Submission:** December 13 & June 30
This field is submitted for all personnel with assignment codes with numbers between 00000 and 99999.

This is the staff person's last name. In order to account for all positions in the district, report all staff that fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for any employee.

Exceptions to this field are the Department of Corrections, the Family Independence Agency, and the Department of Community Health. For personal security reasons, these departments do not submit staff names. For these departments, enter staff as a vacant position. (this is already noted above)

Vacant positions: In order to track vacant funded positions, or for positions created since the previous school year and not yet filled, the **last** name should say VACANT.

Programming edits: If field is left blank, a fatal error is reported. If Field 12 has a value of 1, Field 4 must be reported as VACANT.

Field 5 – First Name   **Submission:** December 13 & June 30
This field is submitted for all personnel with assignment codes with numbers between 00000 and 99999.

This is the employee's first name. Spaces and punctuation marks are permitted but will be stripped out prior to data loading to the MEIS Warehouse**.** In order to account for all positions in the district, report all staff that fill positions that are temporarily because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and the Department of Community Health. For personal security reasons, these departments do not give staff names. For these departments, enter staff as a vacant position. This field is submitted December and EOY.

Vacant positions: In order to track vacant funded positions, or for positions created since the previous school year and not yet filled, the **first** name should say FUNDED.

Programming edits: If field is left blank, a fatal error is reported. If Field 12 has a value of 1, Field 5 must be reported as FUNDED.

Field 6 – Middle Name   **Submission:** December 13 & June 30
This field is submitted for all personnel with assignment codes between 00000 and 99999.

This is the employee's middle name (when applicable). Spaces and punctuation marks are permitted but will be stripped out prior to data loading to the MEIS Warehouse. In order to account for all positions in the district, report all staff that fill positions that are temporarily vacant because of the termination of a staff member. Record all pertinent information about the temporary substitute or contractor that would be recorded for an employee on staff.

Exceptions to this field are the Department of Corrections, Family Independence Agency, and the Department of Community Health. For personal security reasons, these departments do not give staff names. For these departments, enter staff as a vacant position.

Programming edits: Blanks accepted. If Field 12 has a value of 1, Field 6 must be blank.

NOTE: Field 7 _OR_ Field 8 must be filled out for all personnel with assignment numbers between 00000 and 00599.

Field 7 – Social Security Number   **Submission:** December 13 & June 30
This field is submitted for all personnel with assignment codes between 00000 through 00599.

This field provides for the official identification of each employee. The Social Security Number should be reported without hyphens or spaces, e.g. 333-22-4444 would be entered as 333224444. This field must have a value if the position is vacant.

Vacant positions: In order to track vacant funded positions:

The number should be assigned in ascending sequence by the district beginning with the district number (NNNNN), then followed by four additional numbers (NNNN). For example: Detroit Public Schools (82010) would use a number such as 820100001 for the first vacant position, followed by 820100002 for the next vacant position.

Programming edits: If this field and the "Credential License Number" (Field 8) are blank for assignment codes with numbers between 00000 and 00599, a fatal error is reported.

Field 8 – Credential License Number   **Submission:** December 13 & June 30
This field applies to assignment codes with numbers between 00000 and 00599.

Definition: For assignment codes 00000 and 00599 either this field or Field 7 must have a value. This field identifies the state-issued credential number for licensed personnel. This is the credential number on the license the employee is using for this position. The Office of Professional Preparation Services at the Michigan Department of Education now issues credential numbers with varying lengths. The old five-digit numbers are frequently incorporated into the new numbers. Two methods are available for you to obtain the new credential numbers.

If the credential license number is less than 15 digits, left-justify and pad with blanks to the right of the credential number. This field is left blank when the following exists:

• For staff with pending credentials, Field 17 must be coded 02.
• For staff with assignment codes between 00310 and 00406 that are not required to hold a credential for the position, Field 17 must be coded 00. Field 17 should be reported with the appropriate credential type when a credential is required for the position. If a staff member has a split FTE assignment where a credential is required for one assignment but not the other, the credential should be reported.
• For staff with life, permanent, continuing certificates without a credential number, Field 17 must be coded 01, 05, 08, 23, 24, 25, 26, 40, 41, 42, 43, or 55.

To obtain teacher credential numbers:

1. Credential Data Exchange (CDX): The CDX is available through your REP account on the MEIS. The CDX allows you to upload specific data about your teachers and receive the credential numbers in return. You will then be provided a list of all the credentials held by individual teachers. Complete information about the CDX and submission requirements is available at the REP Web site located at https://www.meis.mde.state.mi.us/REP.

2. The credential numbers may be obtained online through the Office of Professional Preparation Services' Verify Teacher Certification site located at http://meis.mde.state.mi.us/teachercert/sr_teaCerts.asp You can obtain an individual's credential number by supplying the teacher's name on the Web site. You will then be given a list of all the credentials held by the individual.

3. Contact the Michigan Department of Education, Office of Professional Preparation Services (517-373-3310) to obtain the credential numbers when you cannot obtain the numbers through either the CDX or the online Teacher Verification Web site.

Programming edits: If this field and the "Social Security Number" (Field 7) are blank for assignment codes with numbers between 00000 and 00599, a fatal error is reported.

Field 13 – Date of Birth   **Submission:** December 13 & June 30
This field applies to all employees with numbers between 00000 and 99999.

This is the date of birth of the staff person employed in the district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Programming edits: If the date of birth is blank, out-of-range, or not a valid date, a fatal error will be reported unless the "Funded Position Status" (Field 12) uses code 1 (i.e. vacant). If 1 is reported in Field 12, this field may be left blank.

The date of birth cannot be greater than 90 years prior to July 1 of the submission year. The date of birth cannot be earlier than 14 years from July 1 of the submission year.

Measurement Data
      Fields 9, 14, 15, 20, 21, 22, 23, 25, 26, 28

Measurement Data

15) Racial/Ethnic Category				
Group/Ethnicity	Code	Group/Ethnicity	Code	
American Indian or Alaska Native		Native Hawaiian or Other Pacific Islander		
Asian American		White		
Black or African American		Hispanic or Latino		

14) Gender(M/F): ☐

9) Date of Hire(mm dd ccyy) ☐ / ☐ / ☐

26) Date of Termination(mm dd ccyy) ☐ / ☐ / ☐

25) Employment Status: ☐

20 & 21) Days Absent/Contracted: ☐ , ☐

22 & 23) Hours Absent/Contracted: ☐ / ☐

28) Annual Salary: ☐

Fields 20, 21, 22, & 23 are not required and be left blank.

Field 28 must have a value. (See edits)

Field 9 – Date of Hire   **Submission:** December 13 & June 30
This field applies to all employees.

This field identifies the initial date of hire for the staff person within the district. A change in position in the district does not change the initial hire date. If a staff person terminates and is re-employed at a later date, a new hire date would be established for that individual. For vacant funded positions (vacancy created since the previous school year and not yet filled), leave this field blank.

Programming edits: If the field is left blank or not a valid date, a fatal error is reported, unless the "Funded Position Status" (Field 12) uses code 1 (i.e., vacant). The date of hire must be prior to the submission date.

Field 14 – Gender Code   **Submission:** December 13 & June 30
This field applies to all employees.

This is the gender of the staff person employed in the district. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Programming edits: If the code is invalid or blank, a fatal error will be reported, unless the "Funded Position Status" (Field 12) uses code 1 (i.e., vacant).

Field 15 – Racial/Ethnic Code   **Submission:** December 13 & June 30
This field applies to all employees.

This is the race/ethnicity of the staff person employed by the district. The primary racial/ethnic choice is represented with a "1," the second choice is a "2," the third a "3," the fourth a "4," the fifth a "5," and the sixth a "6." Type the number in the appropriate box(es) for the data for each employee.

Identify the race/ethnicity of the staff person. An individual may self-select one or more of the following codes as primary and/or secondary choices. For vacant positions created since the previous school year and not yet filled, leave this field blank.

The following gives a description of each of the categories:

American Indian or Alaska Native.
> A person having origins in any of the original peoples of North America and South America (including Central America), and who maintains tribal affiliation or community attachment.

Asian American.
> A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Black or African American.
> A person having origins in any of the black racial groups of Africa.

Native Hawaiian or Other Pacific Islander.
> A person having origins in any of the original peoples of Hawaii, Guam, or Samoa.

White.
> A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Hispanic or Latino.
> A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Programming edits: If the code is invalid or blank, a fatal error will be reported, unless the "Funded Position Status" (Field 12) uses code 1 (i.e., vacant). At least one of the six digits must be a 1 or a fatal error will be reported. Repetition of a "1" in all positions will result in a fatal error.

Fields 20-23 are not required for the June 2003 Submission

Field 20 – Days Absent **Field Not Required - May be left blank**

Districts may use Field 20 and 21 (Days Contracted) _or_ Field 22 (Hours Absent) and Field 23 (Hours Contracted) to report absence.

Field 20 reports the number of days for which the employee was absent during his/her contractual school year using a 5 character field (NNN.N). Enter the number of days the employee was absent. Round the decimal to one decimal place. For example, if an employee was absent 12.25 days in the assigned position, report the number 012.3.

Field 21 – Days Contracted **Field Not Required - May be left blank**

Report the number of days for which the employee was contracted by the district. This field is reported when Field 20 is reported. This is a 5 character field; round to one decimal place.

For example, if an employee was contracted for 184 days in the assigned position, report the number 184.0.

Field 22 – Hours Absent **Field Not Required - May be left blank**

Report the number of hours for which the employee was absent during his/her contractual school year. This is a 6 character field; round to one decimal place. For example, if an employee was absent 30.5 hours in the assigned position, report the number 030.5.

Field 23 – Hours Contracted **Field Not Required - May be left blank**

Report the number of hours for which the employee was contracted during his/her contractual school year. This is a 6 character field; round to one decimal place. For example, if an employee was contracted for 1096.33 hours in the assigned position, report the number 1096.3.

Field 25 – Employment Status   **Submission:** December 13 & June 30
This field applies to assignment codes 00000 through 99999.

This field reports the employment status of each employee. Report the appropriate code that identifies the status of the employee. Vacant positions should use Code 00. Report Code 99 for "Returning employees, new non-instructional employees, substitutes or contractors." Report Code 98 for "New Teachers" in their first three years in the teaching profession. Refer to the REP Data Manual Meta Data (Field Descriptions for a complete list of current codes. If a date of termination (Field 26) is given, Field 25 must be reported.

Programming edits: This field must have a valid value, or a fatal error will be reported. If codes 1-19 are used, Field 26 must have a date. If 00 is reported in this field, Field 12 must have a value of 1.

Field 26 – Date of Termination/Separation of Employment
                                                           Submission: December 13 & June 30
This field applies to assignment codes 00000 through 99999.

This is the date of termination of the staff person. For vacant positions created since the previous school year and not yet filled, leave this field blank.

Terminations should be reported during the cycle that the termination occurs. For example, if an employee terminates on November 1, report the termination in the December submission. If an employee terminates on February 1, report the termination in the June submission.

Programming edits: If the date reported is not a valid date, a fatal error will be reported. If a date is reported, then a code in the "Employment Status" (Field 25) must be between codes 01-19. Field 10 must be reported. The termination date must be prior to the submission date. The termination date cannot be prior to the hire date.

Field 28: Annual Salary   **Submission Date:** December 13 and June 30

> Report either annual salary in Field 28 or the hourly wage in Field 10. If the annual salary is reported, you must report all zeros under hourly wage in Field 10.

If the hourly wage is not reported in Field 10, report the annual salary for each employee. The annual salary is the sum of the base salary (according to Schedule A or a basic contract) including longevity payments (if applicable). For teachers, this would include all instructional days, mandatory work days, and mandatory, paid professional development days. For administrators, this would include all mandatory contractual days (according to Schedule A or a basic contract including longevity). This would also include paid vacation days and paid holidays.

Programming edits: This field must have a value. If the annual salary is reported in this field, the hourly wage in Field 10 must have zeros. If the annual salary is zero in this field, Field 10 must have a value. If there are salaries reported in both Field 10 and Field 28, a fatal error will be reported. If no value is entered, a fatal error will be reported. The value cannot exceed $300,000. When Field 12 uses code 1 for a vacant position, report zeros in both Field 10 (hourly wage) and Field 28 (Annual Salary).

Assignment Data
Field 10

(This field has ten repetitions available on line. This illustration shows only one.)

School	Assignment	Current Grade Assignment							Educational Setting	FTE	Hourly Wage	Function Code
		RK	K	1	2	3	4	5				
		☐	☐	☐	☐	☐	☐	☐				
		6	7	8	9	10	11	12				
		☐	☐	☐	☐	☐	☐	☐				

Field 10 – School Assignment by Grade, FTE, Wage, and Accounting Code
Submission: December 13 & June 30
This field applies to assignment codes with numbers between 00000 through 99999.

Report the school/facility where the staff person is employed by assignment, grade level, FTE, wage, and accounting function. This field is repeated ten times with the employee's primary position (i.e., greatest FTE) reported in the first position. Most personnel have one or two assignment codes. If more than one assignment is reported, all sections (assignment, grade level, FTE, wage, and accounting function) must be reported for each.

This field includes the following (Programming edits appear at the end of this section):

School – These codes are the state-assigned number in the Official School Code Master. This is the school where the staff person is assigned. For a complete definition of a school, refer to the REP Meta Data (Field Descriptions), Field 10, page 12. For information regarding a school code number go to the School Code Master Web site at http://meis.cepi.state.mi.us/scm or http://www.michigan.gov/scm.

Assignment – (Teachers: Assignment Codes 000AX through 00599) These five-digit codes are used for the instructional teaching staff of the school. Use endorsement codes for the teachers in general education, special education, or career and technical education as specified in the REP Meta Data (Field Descriptions) pages 15-18.

Assignment – (Administrators, Paraprofessionals and Non-instructional staff: Assignment Codes 70000 through 99999) These five-digit codes are used for all the noninstructional and administrative staff of the school. The assignment code for the administrative staff (70000 through 79999) includes a two-digit number for the Title (NN); one digit for the Level (N); and a two-digit number for the Function (NN). The assignment codes for the paraprofessionals (80000 through 81300) and the non-instructional staff (81500 through 99999) are selected based upon position classification or major responsibility of the position description. These codes are specified in the REP Meta Data (Field Descriptions) on pages 18-20.

Current Grade Assignment – Report the grade level or educational setting for the assignment of the staff member. If the staff member is working in a specific grade level, report the grade level whenever possible. If the staff person is working in an unspecified grade, report an educational setting. Refer to page 21 of the REP Meta Data (Field Descriptions) for a specific breakdown of the grade levels and educational settings.

FTE (Full Time Equivalency) – Report the FTE of the staff person being employed in the school. This refers to the amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position. Noninstructional staff (assignment codes 81500 through 99999) working less than .5 FTE do not need to be reported. All instructional staff (assignment codes 00000 through 81300) must be reported regardless of the FTE. If a position is vacant, report the FTE being sought for that position. Refer to page 22 of the REP Meta Data (Field Descriptions) for detailed information regarding FTE.

Hourly Wage – Report the hourly wage of the employee. If the salary includes an index or stipend that is part of the hourly rate, include it in the base salary. Do not include compensation for extracurricular activities. For vacant positions, report zeros as the wage. For salaried employees, an annual salary may be reported in Field 28 Annual Salary. However, if an annual salary is reported, zeros must be reported for the hourly wage. If an annual salary is reported, zeros must be reported in Field 10 for the hourly wage.

Accounting/Function Code – Enter the appropriate code as determined for accounting purposes for each position in a given school district. See the REP Meta Data (Field Descriptions) for a listing of the specific accounting/function codes that are to be used. For more detailed information please reference the Michigan School Accounting Manual that can be located at http://www.michigan.gov/mde/ under the office of State Aid and School Finance. The Michigan School Accounting Manual (Bulletin 1022) serves as a mandatory guide to the uniform classification and recording of transactions for Michigan public school districts. Refer to page 22 and 23 in the REP Meta Data (Field Descriptions) for more information.

Programming edits for Field 10:

Field 10 must be submitted for each employee or vacant position or a fatal error will be reported.

Field 10 must be submitted when reporting the termination of an employee in Field 25 (Employment Status, codes 1 – 19) and Field 26 (Date of Termination). When reporting a Vacant Funded position in Field 12, Field 10 must be reported; and each section must have a value.

The following programming edits are applicable when an assignment code is submitted:

School Assignment: When a building code is incorrect, blank, or not in the official School Code Master, a fatal error is reported.

Position Assignment: When an **assignment** code is incorrect or blank, **a fatal error** will be reported. If a 4 or 5 is reported in Field 12 for assignment codes with numbers between 00000 and 00599, Code 11, 12, 13 or 53 or the appropriate credential type for a credentialed employee must be reported in Field 17. The assignment code must be a valid code as listed in the field descriptions in Field 10 or a fatal error will be reported. When reporting a General Education assignment you must use zeros followed by capital letters for the endorsement code. For example: 000BX . All assignment codes must be reported as listed in the REP Meta Data (Field Descriptions) or a fatal error will occur.

Grade Assignment: When the grade level is incorrect or blank for an employee, a fatal error will be reported. If both a grade level and an educational setting are reported, a fatal error will be reported.

FTE: If the **FTE** is left blank or is less than 0.00, a fatal error will be reported. If the **FTE** is greater than 2.0, a fatal error will be reported.

Wage: If the hourly wage is reported in this field, the annual salary in Field 28 must have zeros or a fatal error will be reported. If the hourly wage is zero in this field, Field 28 must have a value or a fatal error will be reported. If the hourly wage is reported in Field 10 and the annual salary is reported in Field 28, a fatal error will be reported. If no value is entered, a fatal error will be reported. The annual salary cannot exceed $300,000. When Field 12 uses code 1 for a vacant position, report zeros.

Function Code: If the function code is left blank, a fatal error will be reported. More detailed function codes used in the Chart of Accounts are acceptable.

NOTE: This field must be reported if codes 1-19 are used in Field 25 (Employment Status) and a termination date is given in Field 26.

Credential Status
      Fields 12, 16, 17, 18, and 19

12)Funded Position Status: ☐		
17) Type of Credential: ☐	18) Credential Date of Issue(mm/dd/ccyy): ☐ / ☐ / ☐	19) Credential Date of Expiration(mm/dd/ccyy): ☐ / ☐ / ☐
16) Highest Degree: ☐		

Field 12 – Funded Position Status   **Submission:** December 13 & June 30
This field applies to assignment codes 00000 through 79999.

This field identifies the vacant positions that are either filled by approved substitutes or that remain unfilled. Use Code 9 for a regular, filled position.

      1 Vacant, funded, open position, no one assigned
      2 Vacant, funded, open position, outside contractor assigned
      3 Funded, employee on loan or leave, no one assigned
      4 Funded, employee on loan or leave, filled by temporary employee
      5 Vacant, funded, open position, filled by temporary employee
      6 Funded, employee on loan or leave, outside contractor assigned
      9 Filled position, regular

Default Code: 9

Definition: This field identifies the status of positions that are either filled by permanent employees, approved substitutes, outside contractors, or that remain unfilled. This field applies to assignment codes with numbers between 00000 and 79999.

    1 *Vacant, funded, open position, no one assigned:* Position unfilled by a permanent employee at the time of report, and position is posted. No one is permanently assigned in this position. Position is filled by a day-to-day substitute.
    2 *Vacant, funded, open position, outside contractor assigned:* Position is temporarily filled by an individual under contract.
    3 *Funded, employee on loan or leave, no one assigned:* Permanent employee not currently performing position duties and no one is assigned to fill the position.
    4 *Funded, employee on loan or leave, filled by temporary employee:* Permanent employee not currently performing position duties and position is filled by either a temporary employee for assignment codes with numbers between 70000 to 79999, a full year, emergency, 1233b, annual authorization substitute (Field 17 code 11, 12, 13, or 53), or a certified teacher for assignment codes with numbers between 00000 to 00599.
    5 *Vacant, funded, open position, filled by temporary employee:* Position unfilled by a permanent employee at the time of the report, and position is posted. The position is filled by either a temporary employee for assignment codes with numbers between 70000 to 79999, a full year, emergency, 1233b, annual authorization substitute (Field 17, code 11, 12, 13, or 53), or a certified teacher for assignment codes with numbers between 00000 to 00599.
    6 *Funded, employee on loan or leave, outside contractor assigned:* Position is temporarily filled by an individual under contract.
    9 *Filled position, regular:* Position is filled by permanently assigned employee.

Programming edits: This field must have a value for assignment codes 00000-79999. If a value is not submitted, an error will be reported. If 1 is reported in this field, Field 25 must use 00. If 2, 3, 4, 5 or 6 are reported in this field, Field 25 must use 99. For assignment codes 80000-99999, this field should be left blank.

Note: Vacant positions After each end-of-year submission (June 30), vacant funded positions will be expired and will not be repopulated for the Fall submission.

Field 16 – Highest Degree   **Submission:** December 13 & June 30
This field applies to all assignment codes 00000 through 99999.

This is the highest degree earned by the staff person being employed. For vacant positions created since the previous school year and not yet filled, use code 00.

    00 None
    01 High School Diploma or its equivalent
    02 Associate Degree
    03 Bachelor's Degree
    04 Master's Degree
    05 Specialist's Degree
    06 Doctoral Degree
    07 Juris Doctorate
    08 Medical Degree
    09 Other License, Credential, or Professional Degree
    10 Obtained Paraprofessional Quality Standard on State Academic Assessment

Programming edits: This field must have a value. If the code is out of range or the field is left blank, a fatal error will be reported.

Field 17 –Type of Credential   **Submission:** December 13 & June 30
This field applies to all assignment codes 00000 through 99999.

This is the type of credential held by the employee. If the position is one that requires a specific credential (assignment codes 00000 through 00599) this field must be reported. If the staff person has two credentials (for example, general education and vocational), report the certificate that matches his/her reported position. If the credential has expired and an application for a new credential is in process, enter the credential pending status code 02. For vacant positions created since the previous school year and not yet filled, leave this field blank.

    00 Credential not required (e.g., Assignment codes 70000 – 99999, School Social Worker, Administrator, Physical Therapist)
    01 Life
    02 Pending
    03 Elementary Provisional
    04 Elementary Professional
    05 Elementary Permanent
    06 Secondary Provisional
    07 Secondary Professional
    08 Secondary Permanent
    09 Two Year Provisional Certificate
    11 Permit, full year
    12 Permit, emergency
    13 Permit, Section 1233b
    14 Permit, 150 day (day-to-day sub)

15 Temporary Teacher Employment Authorization (1 year)
16 Temporary School Counselor Authorization
17 Preliminary School Counselor Guidance Authorization
18 School Guidance Counselor License
21 Dual, provisional
22 Dual, professional
23 Dual, 18 hour continuing
24 Dual, 30 hour continuing
25 Dual, permanent
26 Dual, life
40 Elementary Continuing (30 hour)
41 Secondary Continuing (30 hour)
42 Elementary Continuing (18 hour)
43 Secondary Continuing (18 hour)
50 School Nurse Certificate (Interim)
51 School Nurse Certificate (Standard)
52 School Nurse Certificate (Professional)
53 Vocational Annual Authorization
54 Vocational Temporary Authorization
55 Vocational Full Authorization
60 Administrator Certificate
61 School Psychologist Certificate
62 Preliminary School Psychologist Certificate
63 Occupational Education
70 Special Education, Approval
71 Special Education, Emergency Approval
72 Certificate of Clinical Competency, Approval

Programming edits: This field must have a value. If an invalid code is used or this field is left blank for assignment codes with numbers between 00000 and 99999, a fatal error will be reported. For staff with assignment codes between 00310 and 00406 that are not required to hold a credential for the position, Field 17 must be coded 00. Field 17 should be reported with the appropriate credential type when a credential is required for the position.

Field 18 – Date Credential Issued   **Submission:** December 13 & June 30
This field applies to assignment codes 00000 through 00599.

This is the date that the staff person's credential, permit, approval or authorization was issued. For vacant positions created since the previous school year and not yet filled, leave this field blank.
All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Programming edits: If the field is left blank for assignment codes with numbers between 00000 and 00599, a fatal error will be reported, unless the "Funded Position

Status" (Field 12) uses code 1 (i.e., vacant), or when "Type of Credential" (Field 17) uses code 00 or 02. The issue date must be after the date of birth and cannot be after the submission date.

Field 19 – Date of Credential Expiration of Credential
Submission: December 13 & June 30

This field applies to assignment codes 00000 through 00599.

This is the expiration date of the staff person's certificate. Most certificate types (Field 17) must have an expiration date that is later than the end of the previous academic year. The only certificate types that do not have expiration dates are: 00, 01, 02, 05, 08, 23-26, 40-43, 52, 55, 70, and 72. For certificates without an expiration date, this field can be left blank. For vacant positions created since the previous school year and not yet filled, leave this field blank.

All dates must appear in the following manner: DD must be a number between 01 and 31. CCYY represents the year. For example, May 8, 1994 = 05/08/1994. Each MM must be one of the following:

01	January	07	July
02	February	08	August
03	March	09	September
04	April	10	October
05	May	11	November
06	June	12	December

Programming edits: Expiration date must be reported for all certificates, approvals, and permits except types 00, 01, 02, 05, 08, 23, 24, 25, 26, 40, 41, 42, 43, 52, 55, 70, and 72. If an expiration date is not given for those required, a fatal error will be reported, unless the "Funded Position Status" (Field 12) uses code 1 (i.e., vacant).

Professional Development Hours
Field 24

Individual Professional Development Plan	School Improvement Plan	Mentoring
0	0	0
LEA Workshop	ISD Workshop	IHE Workshop
0	0	0
Coursework	Center Workshop	Participation
0	0	0

Field 24 – Hours of Professional Development   **Submission:** June 30

This field applies to assignment codes with numbers between 00000 and 79999.

NOTE: See pages 41 through 45 of the REP Meta Data (Field Descriptions) for complete Information.

Indicate the source(s) of the professional development in which this employee participated through the school year (July 1 to June 30). Each section is preloaded with zeros. Update each section as necessary or leave the zero if no hours were completed for that section. This field is used to determine if the employee has engaged in professional development as specified within Section 380.1526 and/or 380.1527 of the Michigan Compiled Laws (MCL). This field applies to assignment codes with numbers between 00000 and 79999. Use the following chart for the activity codes below.

1   Participation in professional development as specified in the **Individual Professional Development Plan** (e.g., curriculum development, study of student work, analysis of assessment practice) (NNN).

2   Participation in school or district formal study group related to **School Improvement Plan** (e.g., information study and analysis in small groups of professional colleagues) (NNN).

3   **Mentoring.** Supporting professional development directed to the novice teacher or the mentor teacher (NNN).

4   **LEA Workshop** sponsored by local school district. Professional growth experience provided by the employee's district (NNN).

5   **ISD Workshop** sponsored by intermediate school district. Professional growth experience made available by an ISD (NNN).

6   **IHE Workshop** sponsored by an institution of higher education. Professional engagement made available by a college or university (NNN).

7   **Coursework** at college or university. Continuing education courses taken for credit at an institution of higher education (NNN).

8   **Other Workshops** Professional growth experience made available by a Math/Science Center or the North Central Accreditation Association (NNN).

9   **Participation** in state or regional association conference. Information made available through traditional conference format (NNN).

Example: If a staff member spent 10 hours on the School Improvement Team, 15 hours as a Mentor Teacher, and 6 hours at an LEA workshop, you would report 000010015006000000000000000.

Programming edits: This field must have a value. If no professional development was completed or required, enter zeros. The online application automatically inserts the zeros.

Personal Identification Code (PIC)
Field 27

The PIC is produced by the Michigan Education Information System (MEIS). The PIC appears at the top of the online submission screen for records that were previously submitted. For new record submissions, the PIC will be assigned when the record is saved. (Although not required, it is recommended that this field be submitted in the bulk upload process to ensure the validity of the record.)

Programming edits: Before entering the PIC, verify that the Social Security Number or credential number, last name, first name, and date of birth are valid or a fatal error will be reported.

PIC

Personnel Submitted for Anywhere Public Schools Entries verified and/or updated for this submission cycle - Total:1 Entries not verified and/or updated for this submission cycle - Total:1						
Sub. Status	PIC	Last Name	First Name	Middle Name	DOB	Gender Code
✔	20	Anthony	Susan	B	1/1/1955	F

Saving a Record/Updating a Record

After all data are entered for a record, click on the save button. The data will then be error-checked and either:

1) Saved as a valid record;
OR
2) Reported with an error message.

Valid Record

If the data entered produces a valid record the following screen will appear:
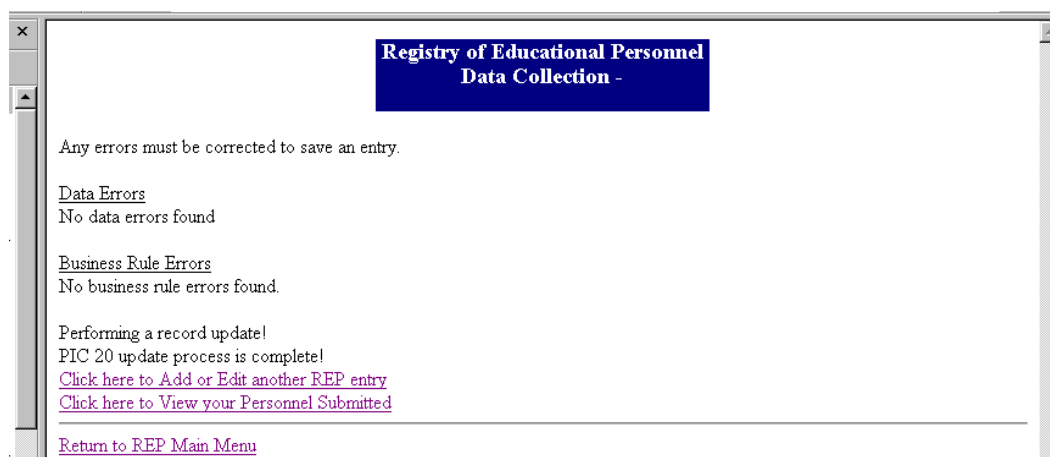
You may either click on <u>Click here to Add another REP entry</u> to return to a clear entry screen, click on <u>Click here to View your Personnel Submitted</u>, to view a listing of all your district's personnel previously submitted, or click on <u>Return to REP Main Menu</u> to return to the main menu for other options.

Invalid Record

If the data entered produces as an invalid record, an error message report will appear. The following illustrates a sample error message report:

To make the necessary edits on the record, click on <u>Click here to go back to the form</u>. You will then be directed to the online application entry form to make the corrections.

Once all errors have been edited, click on **Save** once again. If the record is error-free, it will then be saved as a valid record. If more error messages are received, repeat the process until all errors are corrected. All errors must be corrected to save a record.

When the record is saved as a valid record, <u>Click here to Add another REP entry</u> to return to a clean entry screen, click on <u>Click here to View your Personnel Submitted</u>, or click on <u>Return to REP Main Menu</u> to return to the main menu for other options.

Update/Verify a Record

During each submission cycle, every record must be verified as accurate. Records may be updated/verified at any time during a submission cycle. Go to the main menu. Click on Personnel Submitted.
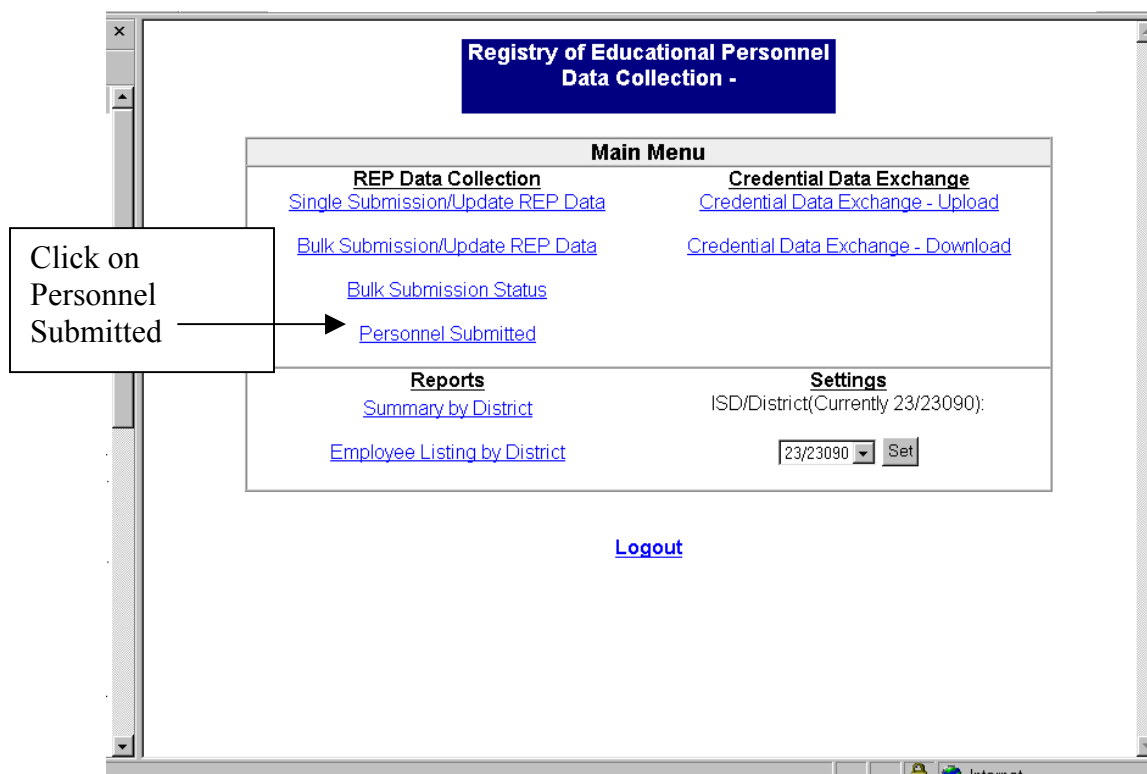
The following Personnel Submitted Report will appear, showing a list of the personnel that have been previously submitted by your district into REP. During each submission cycle of the REP, the district must update each record and verify that the data previously submitted are still valid. After each personnel record has been verified and/or updated for the current collection period, the Submission Status column will show a green check mark (✔). If the personnel record is awaiting verification for the current submission cycle, the Submission Status column will show a red 'x' (✘). When a new personnel record is added to the REP, the Submission Status column for that record will automatically show a check mark (✔).

When all of the personnel records have been submitted for your district and there is a check mark (✔) next to each personnel record, your REP submission is complete.

To begin the record verification for the district's personnel, click on the PIC for the employee you wish to update or verify. The REP application screen will appear with the employee's previously submitted data.
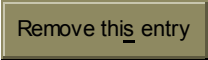
After the employee record is updated or verified, click on [Save] at the bottom of the submission screen.

If the update contains errors, the Error Message Report illustrated previously will appear. All errors must be corrected before the record can be updated.
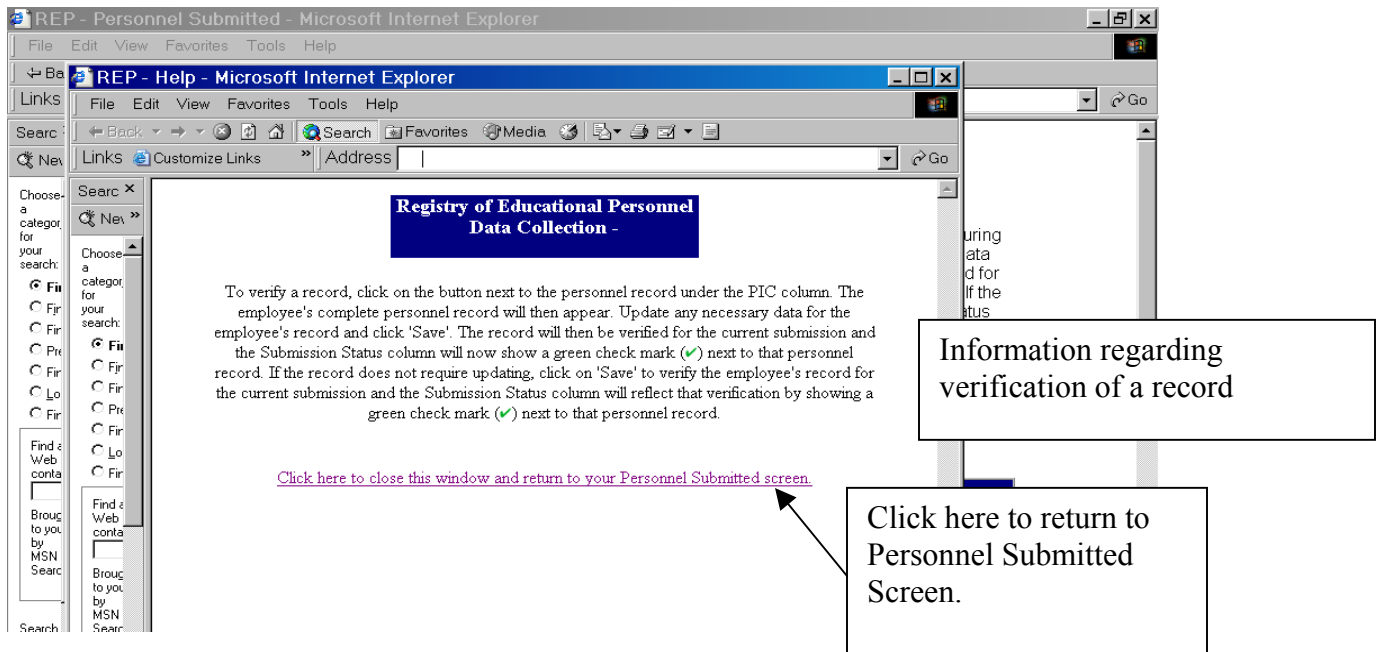
Deleting a Record

Once a record has been submitted, it may be removed from your file by clicking on
Remove this entry . This box is located at the bottom of the online application data entry screen. Once you click on this box, the following message will appear:

You are authorized to remove this data but removing this data is irrevocable.
Are you sure you want to proceed with your delete request?

Yes No

Return to REP Main Menu

If you click on Yes , the following will appear:

Your request has been accepted. The record has been deleted.

Return to REP Main Menu

If you click on No , the REP Main Menu will appear.

If you delete a record in error, you will be required to resubmit that record.
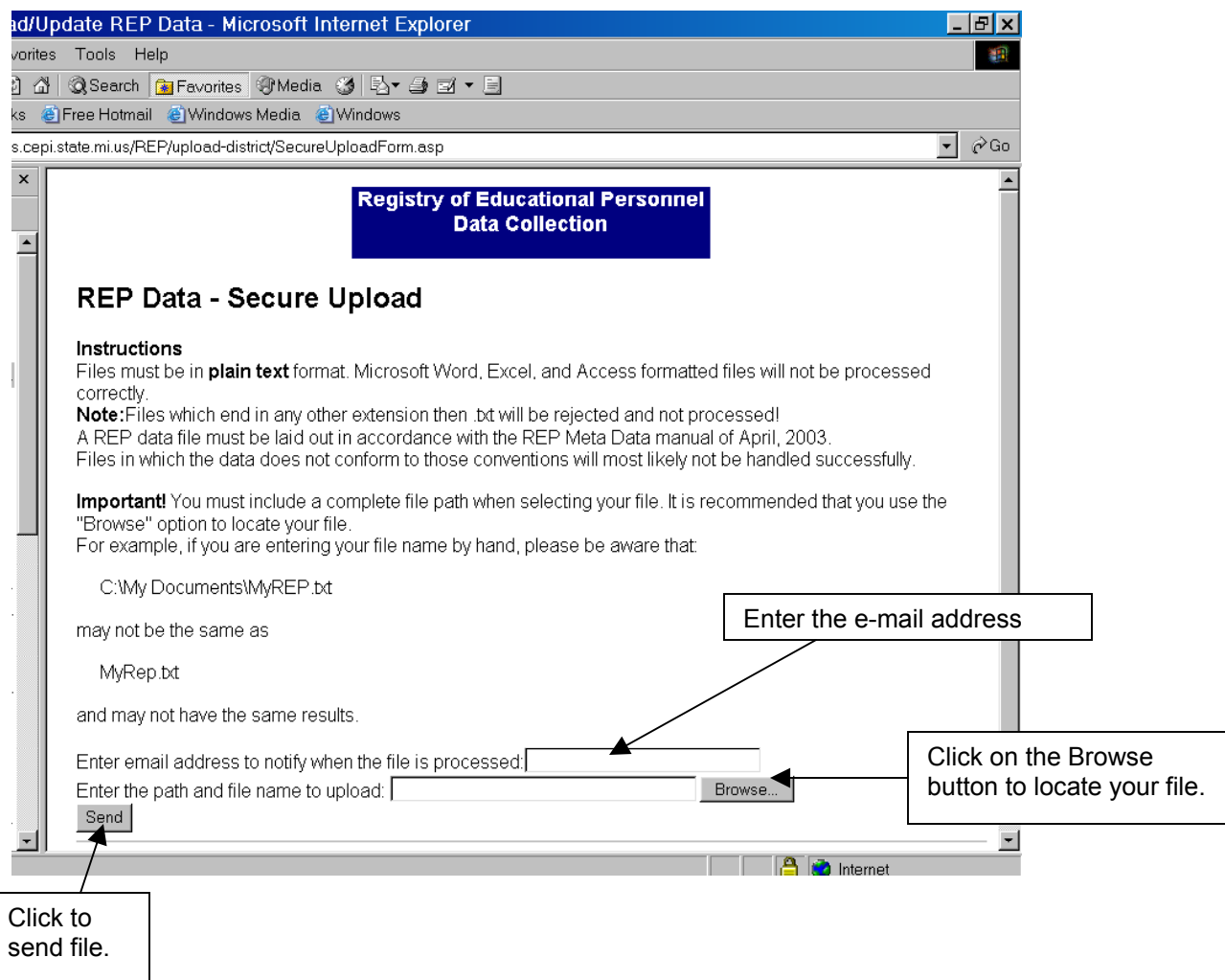
3.4b   Bulk Submission/Upload REP Data

The bulk submission component is commonly used by districts with personnel management systems. Personnel records are extracted as one large data file and then uploaded in a single process called "bulk upload."

Bulk Submission/Update REP Data

The bulk submission file must be formatted as described in the Record Layout Section of the REP Data Manual. When the file is ready to be uploaded to CEPI, the district may do so through the REP application online. All files submitted to the bulk upload must end with **.txt.** Files submitted with any other extension will be rejected and not processed. When submitting a file, be sure to enter your complete e-mail address and the path and file name to upload. Use the Browse button to locate your file. After the e-mail address and file name are entered, click on Send. After the file is submitted, a confirmation e-mail will be sent to the address provided.

Bulk Submission Status

After the file has been submitted via the REP Bulk Upload Application, it will be added to the queue. An e-mail will be sent to the address that was entered, once the file has been processed. Files are processed in the order received. After it is processed, the district will be able to obtain an error report that lists any errors in the file. To obtain the error report, click on Bulk Submission Status on the main menu of the REP application. If the error report does not contain any error messages, all records in the file were processed correctly.

<div style="border:1px solid black;padding:10px;">

REP Data Collection   **Credential Data Exchange**

Single Submission/Update REP Data

Bulk Submission/Update REP Data

Bulk Submission Status ——| Click here |

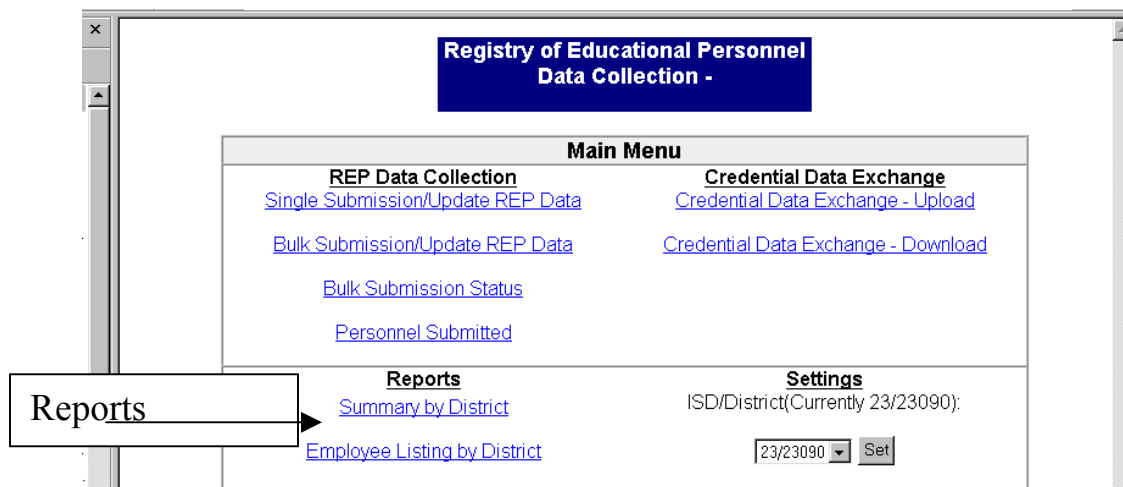Personnel Submitted

</div>

The following screen will appear:

**Registry of Educational Personnel
Data Collection**

This is the list of dates and times that you have submitted a file via the REP Bulk Submission.
Files which have been processed, and have a declined results file available are listed as a link, in blue text and underlined. You may click on these links to retrieve the declined records file.
Files which are in black are files which you have sent to us, and are queued, but have not yet been processed.
Example of a processed file:
1/2/2002 4:20 PM

Example of a queued file:
1/2/2002 4:20 PM

Processed files listed here will contain any records which were not successfully imported by the REP Bulk Submission Process.
These records need to be corrected and re-submitted to be collected.
Re-submission can be through either the bulk or single submission process.

Files are listed by the date and time they were received by the system.
To transfer a processed file, click on the date/time.
When prompted, choose the option to save the file.
Enter the file name of your choosing, and then click "OK".

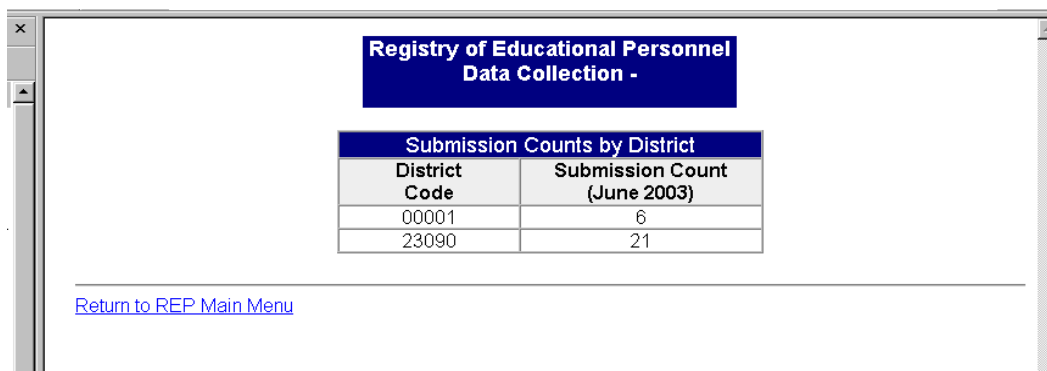File Received   MEIS AccountLast Name, First Name

3.4c   REP Reports

In addition to the Personnel Submitted Report, there are two reports available to the districts:

   1) Summary by District
   2) Employee Listing by District.

Summary by District

This report shows the total number of records submitted by each district in the state of Michigan during the current submission.

Employee Listing by District

This report lists employees for which records were successfully submitted by the district. This list file is tab-delimited and the format for the report is as follows: PIC, Last Name, First Name, Middle Name, Social Security Number (SSN), Date of Birth (DOB), Gender, Credential License Number (CLN).

The File Download will appear when you click on Employee Listing by District.
You may open the file or,

save it to your computer.